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NATIONAL CIVIL SERVICE LEAGUE

315 FIFTH AVENUE, NEW YORK 16, N. Y. — MURRAY HILL 9-3544
2038 EYE STREET, N.W., WASHINGTON 6, D. C. — FEDERAL 7-7160

New York

September 16, 1960

Dear Mr. Dulles:

It is our pleasure to send you the announcement for the National Civil Service League's Seventh Annual Career Service Awards. We have been exceedingly gratified at the public and official response to the program. Our aim to bring positive recognition to the outstanding elements in the Federal service has been successful because of the cooperation and support which you and your department and other leaders of government have provided.

I think that as Americans we have a unique sense of urgency about the quality of public administration and the morale and public service motivations of people in government. Public recognition is an essential factor in building and maintaining the prestige of public careers.

You will receive a quantity of the announcements of our Award from the United States Civil Service Commission. This year we hope some additional consideration will be given to people in the field, since the great proportion of Federal services are performed throughout the United States and various parts of the world.

The Annual Career Service Awards Banquet is scheduled for March 21, 1961. Whether you are in your present post in government at that time or not, we hope that you will plan now to be with us on this important occasion.

Sincerely,

James R. Watson
Executive Director

The Honorable Allen W. Dulles
Director
Central Intelligence Agency
Washington 25, D. C.

Career Service Awards

**SEVENTH ANNUAL PRESENTATION
HONORING CAREER PUBLIC SERVANTS**



National Civil Service League

1881-1961

Career Service Awards

The National Civil Service League, a nonpartisan citizens' organization for good government, announces its Seventh Annual Career Service Awards Program.

Purpose

This National Civil Service League program is undertaken to strengthen the public service by bringing national recognition to significant careers in the Federal service.

The League will grant awards to ten career employees who exemplify in an outstanding manner the primary characteristics of the career service: efficiency, achievement, character, and service. Extensive publicity through television, radio, magazines, and newspapers will be given to the selections and the presentation of the awards.

The Award

The Career Service Award recipients will be presented with a scroll and will be guests of honor at a dinner in Washington, D. C. to be addressed by a nationally prominent speaker and attended by many leaders of government, business, education, and the professions.

Basis of Selection

1. *Efficiency and achievement*

A record of exceptional efficiency; evidence of sustained superior performance and achievement.

2. *Character*

A record of integrity and devotion to the principles of public service.

3. *Service*

At least 10 years (including military service), not necessarily all in one agency. This must give evidence of achievement and career progression and not merely length of service.

Nomination of Candidates

Agency and department heads are invited to nominate candidates. Men and women in all grades and occupations, in the field and overseas as well as in the departmental service, are eligible. Nominees must be employed in one of the career services of the Federal government (e.g., competitive civil service, Foreign Service, Tennessee Valley Authority, Federal Bureau of Investigation, Library of Congress, District of Columbia), or by their records must be clearly identified as career employees who are making government service their life work.

What to Submit

No more than three employees may be nominated by each agency, or department. Nominations must be submitted in triplicate with two photographs (8 x 10 glossy) and include:

1. A cover sheet containing:
 - a. The following pertinent data about the employee:

Name, title and grade	Length of government service
Organizational location	Marital status; number, ages, and names of children
Residence address	
Date and place of birth	Education and degrees
 - b. A brief description of the service record of the nominee.
 - c. A summary paragraph telling why the candidate merits consideration.
2. A written statement no more than three additional pages in length containing:
 - a. Justification for the nomination in terms of the primary considerations already noted as the basis of selection.
 - b. Human interest factors especially related to the career service.
 - c. Comments on the nominee's participation in professional societies, social welfare activities, civic, and church activities.

Supplemental material may be attached in support of the nomination but the foregoing statement should stand on its own.

Closing Date

Nominations must be submitted by December 5, 1960, to the Awards Committee, National Civil Service League, 315 Fifth Avenue, New York 16, N. Y.

Present plans call for granting the Awards on March 21, 1961.

The Judges

A special committee appointed by the Officers and Board of Directors of the National Civil Service League will serve as judges.

President

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Approved For Release 2006/09/06 : CIA-RDP80B01676R003700110014-7

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